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OFFICE OF COMMUNICATIONS SIGNAL CENTER

Organization and
General Operating Procedures

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OFFICE OF COMMUNICATIONS
SIGNAL CENTER

ORGANIZATION AND
GENERAL OPERATING PROCEDURES

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FOREWORD

The Signal Center Yesterday.

Upon cessation of hostilities in 1945, the majority of experienced personnel were discharged from the services or released and, due to confusion and uncertainty as to the ultimate future of OSS, operations for the most part were cut to the bone. By the spring of 1946, when OSS was disbanded and a small remnant carried on as SSU, operations were at an all time low. However, a few faithful personnel "stuck it out" and weathered the storm of uncertainty. These personnel built an indestructible foundation for the future and when CIG and finally CIA came into being the Signal Center was ready to assume the tasks required of it. Gradually, through the years 1946-1949, Signal Center operations increased in scope. By 1950, the Signal Center had achieved a degree of organization which enabled it to successfully support the Agency's immense staff communications requirements levied upon it during the Korean conflict.

The Signal Center Today.

The Signal Center has steadily increased its scope of operations since the end of the Korean conflict. The Signal Center today processes an average of over six million groups per month and the count is steadily on the increase. The operational potential of the Washington Signal Center is continually being increased to meet all present and future requirements by systematically vamping the technicians and equipment for greater productivity without loss to the high degree of efficiency or security. The organization and responsibilities of the present day Signal Center are described briefly on the succeeding pages.

The Signal Center Tomorrow.

The Signal Center tomorrow is largely dependent upon future world conditions; however, the primary factor involved in making the Signal Center a super-efficient entity rests entirely upon the acquisition of a permanent building wherein a permanent Signal Center can be planned and built, containing such necessary items as pneumatic tubes, conveyor belts, inter-office communications, ultra-modern operational equipment, etc., etc. Since its inception the Signal Center has, for the most part, been housed in temporary quarters which were wholly inadequate for the operations it has performed. Once permanent quarters are obtained, the Signal Center will have finally reached its Utopia--experienced personnel, modern equipment throughout, and safe, secure, well-planned permanent quarters.

OFFICE OF COMMUNICATIONS
SIGNAL CENTER

PART I
OFFICE OF THE CHIEF, SIGNAL CENTER

OFFICE OF THE CHIEF, SIGNAL CENTER

The Office of the Chief, Signal Center, is responsible to the Director of Communications, for the operation of the Signal Center on a 24-hour, 7-day-a-week basis.

Functions and Responsibilities for directing and managing the Signal Center administratively and operationally are as follows:

A. ADMINISTRATIVE: (Responsible for all Signal Center Administrative problems).

To implement for Signal Center use administrative directives emanating from the Director of Communications; to interview and employ personnel, subject to acceptance and clearance by CIA, for the Washington and field Signal Centers; to review fitness reports and recommend transfers, dismissals, promotions; to certify pay cards; to justify overtime requirements as submitted by the Signal Center Officers; to insure proper on-the-job training of personnel prior to their departure for overseas Signal Center installations; to keep the Signal Center, Alternate Signal Center Branch, and overseas T/O's supplied with the necessary personnel; to adjust problems of personnel in the Washington Signal Center, as well as field Signal Centers, whenever possible; and to supply instructor staff for

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B. OPERATIONAL: (Responsible for all Signal Center operations).

To implement operational directives pertaining to S/C operations from the Director of Communications and other offices of CIA; to assume responsibility for cryptographic and registered materials; to assist in the drafting and coordinating of procedure guides dealing with cable writing and cable procedures for CIA; to authorize use of teleconference facilities to those interested offices of CIA; to establish criteria for the on-the-job training of new personnel destined for duty in Washington and the field; to insure that adequate security precautions are maintained at all times; to make certain the Alternate Signal Center Branch can promptly provide communications for headquarters on a world-wide basis in the event normal Washington communications are disrupted through enemy action, major, civil, or natural disturbances; to insure the overall efficient operation of the Signal Center and Alternate Signal Center; and to coordinate with proper staffs and divisions the curriculum of the

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C. PLANNING:

To plan for the expansion of the Signal Center, and Alternate Signal Center Branch, keeping in mind the varied needs with regard to equipment and space.

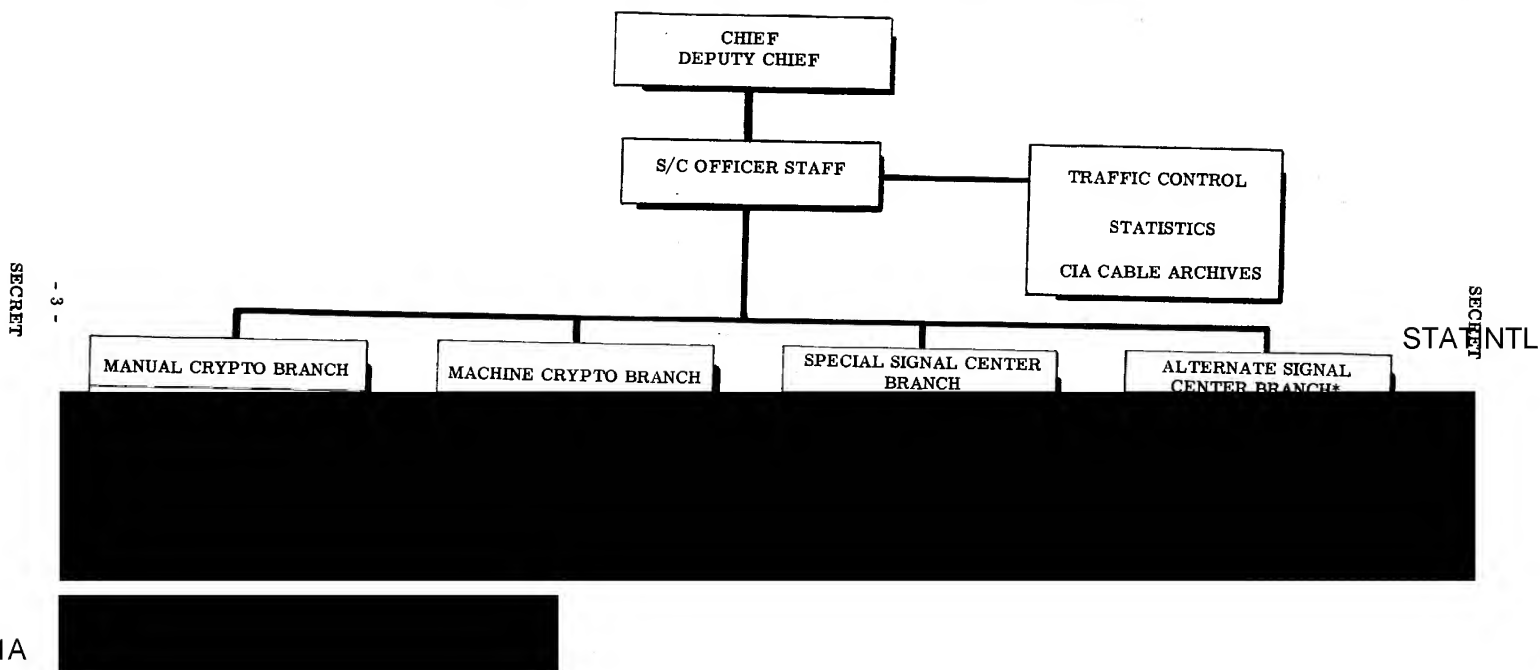
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(Particularly in the preparation of mobilization, evacuation, dispersal, and new Headquarters building plans).

The Office of the Chief consists of Commo Specialists and assistants who insure efficient operation of the Signal Center on a 24-hour, 7-day-a-week basis under the direction of the Chief, Signal Center. (See Signal Center Officer.)

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SIGNAL CENTER

PART II
SIGNAL CENTER OFFICER

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SIGNAL CENTER OFFICER

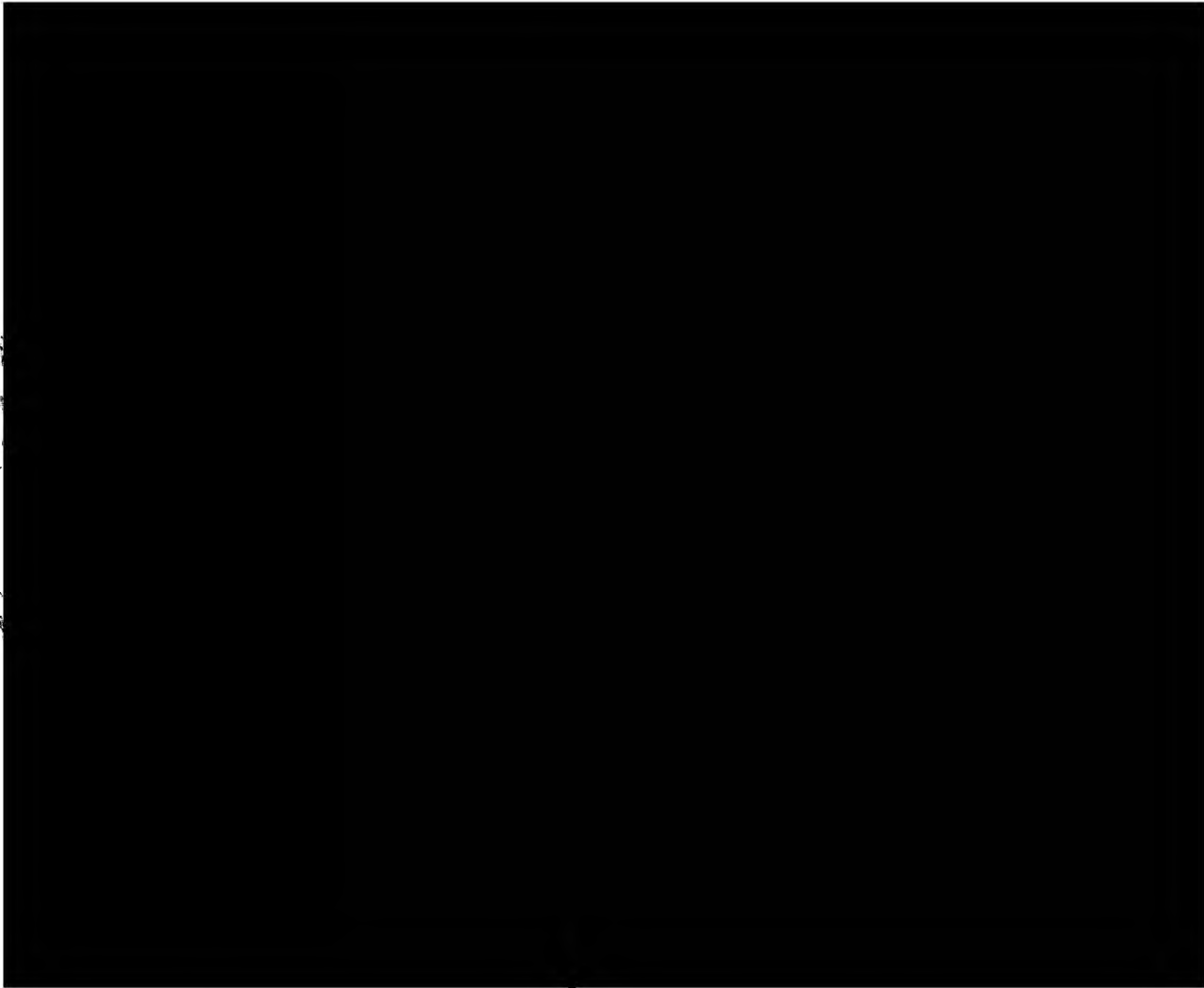
Commo Specialists (Signal Center Officers) maintain a continuous watch in the Signal Center on a 24-hour, 7-day-a-week basis. The SCO staff attached to the Office of the Chief, Signal Center consists of five Signal Center Officers who rotate on eight-hour shifts around the clock. There is one SCO on duty at all times in the Signal Center.

I. PURPOSE

The purpose of the Signal Center Officer is to insure uninterrupted flow of traffic through the various branches of the Headquarters Signal Center and to maintain the efficient operation of the Signal Center on a 24-hour day, 7-day-a-week basis.

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II. FUNCTIONS AND RESPONSIBILITIES



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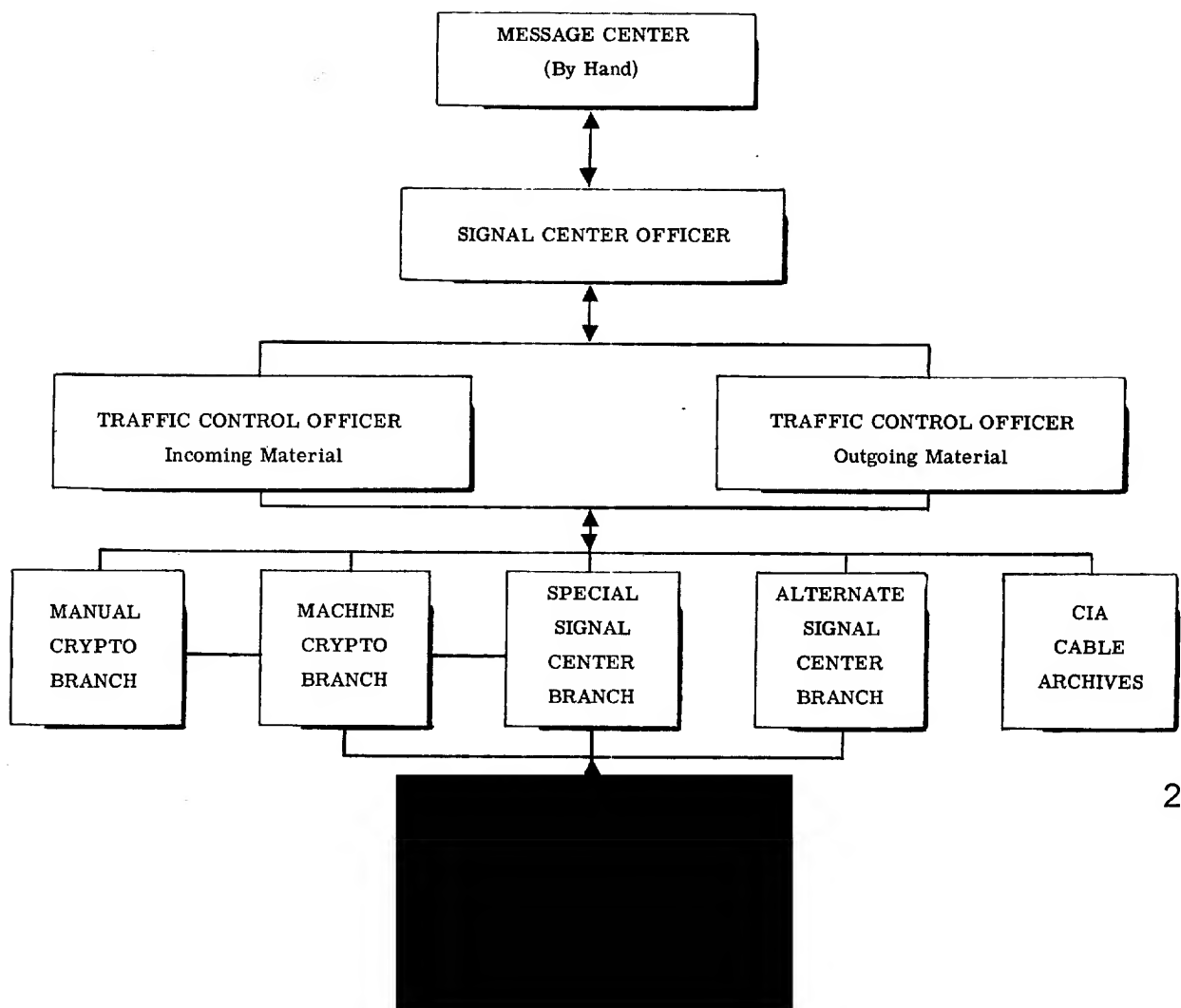
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SIGNAL CENTER OFFICER

TRAFFIC CONTROL SECTION

(Normal flow of material)

IN & OUT



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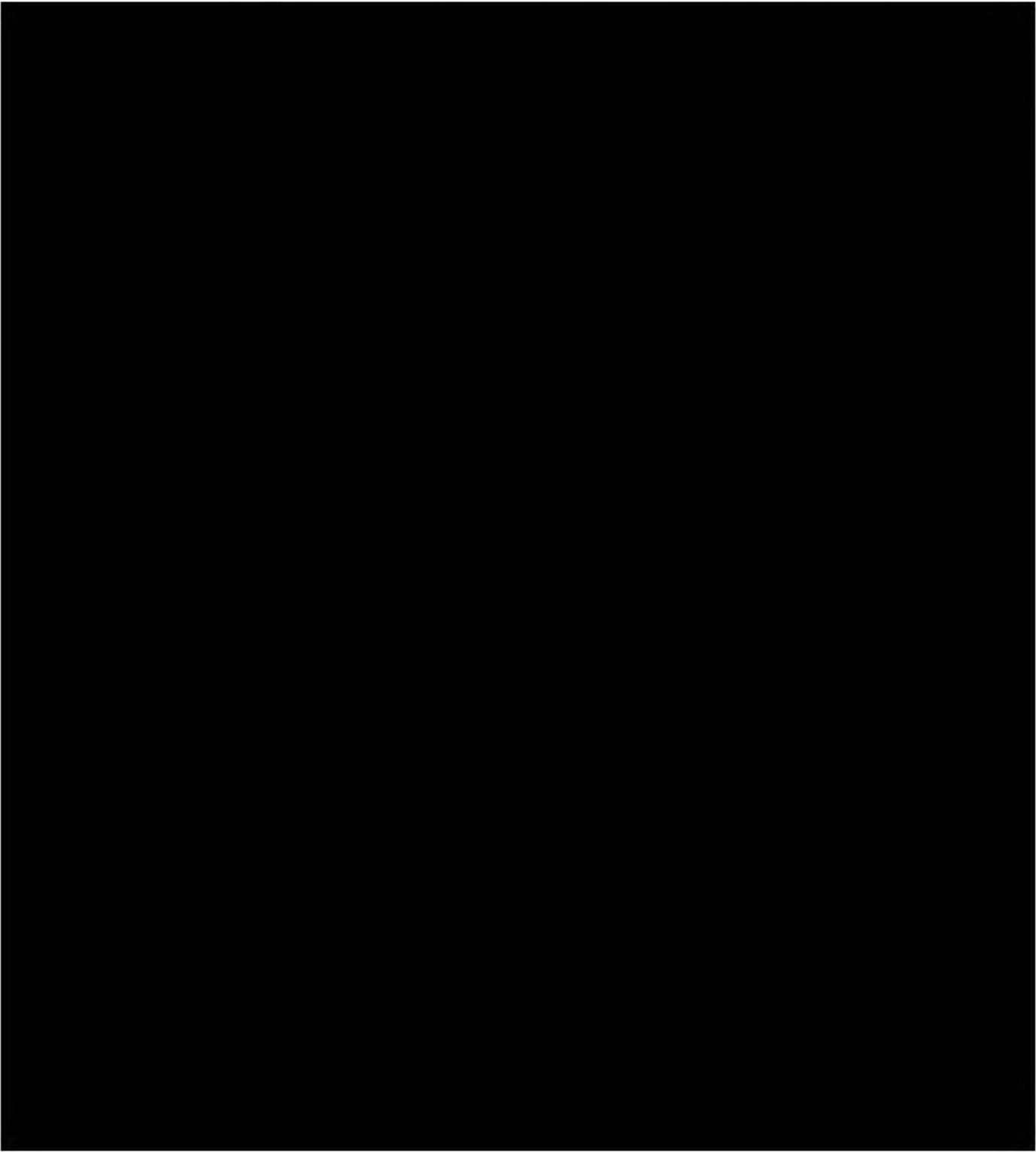
PART III
MANUAL CRYPTOGRAPHIC BRANCH

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MANUAL CRYPTOGRAPHIC BRANCH

I. PURPOSE:

The purpose of the Manual Cryptographic Branch is to encipher and decipher ~~25X1A~~ by manual and afsam-7 cryptographic systems, cables to and from CIA field stations.



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ORGANIZATION

MANUAL CRYPTOGRAPHIC BRANCH

CHIEF AND DEPUTY CHIEF:

Responsible for the overall operations and administration of the Branch.

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SHIFT SUPERVISORS:

Responsible for the operations and administration of an 8 hour shift. Assumes the duty of the Chief or Deputy Chief in his absence.

↓

PROJECTS

Supervisors: Directs and performs encipherment and decipherment of complex clandestine systems. Final releasing authority. Garble expert.

Training: Indoctrinates new Signal Center personnel in Manual Cryptographic Branch routine. Briefs non-Signal Center Communications personnel in systems applicable to their assignment.

Commo Tech/Crypt: Performs encipherment and decipherment functions of traffic employing complex clandestine systems.

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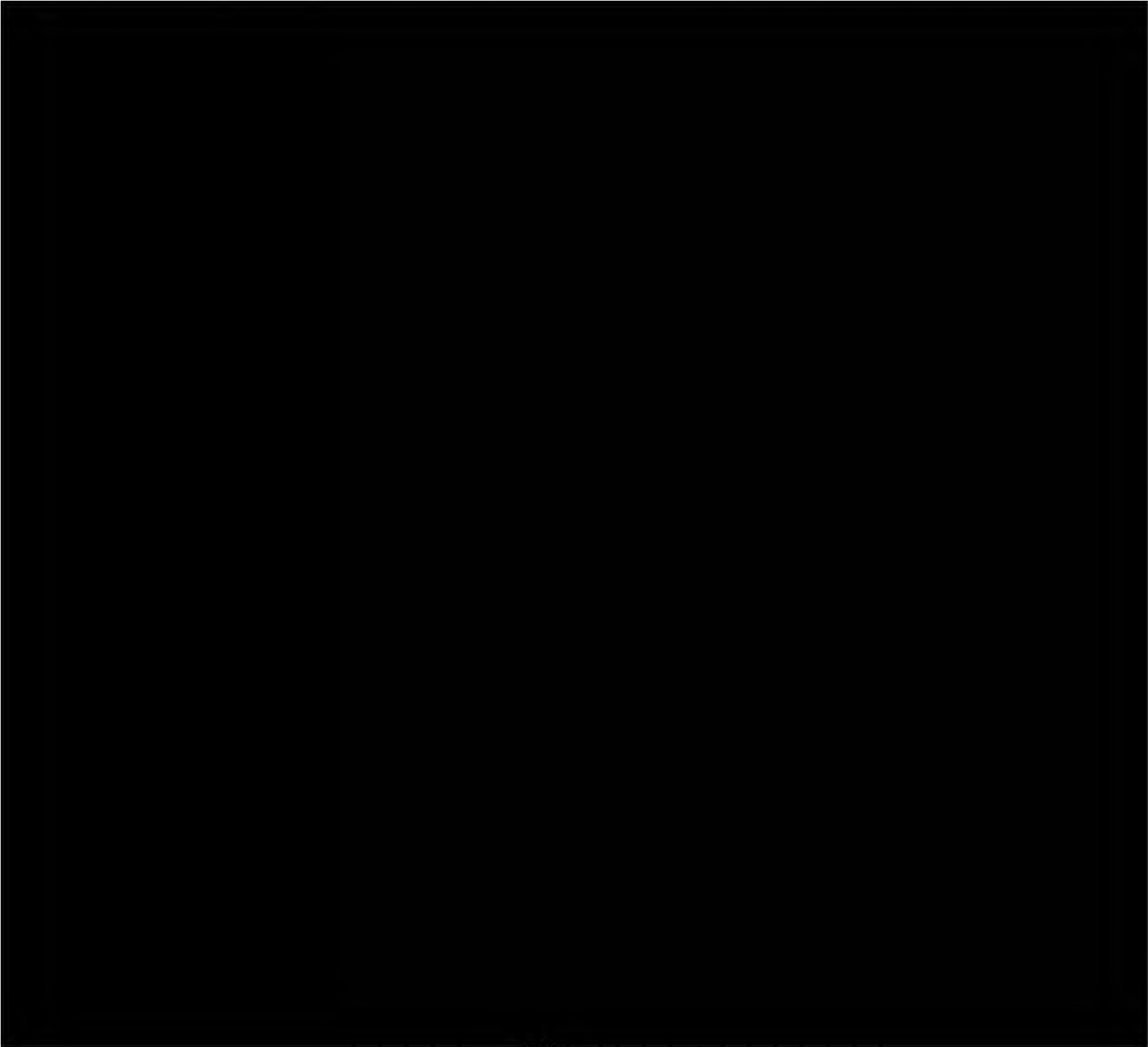
PART IV
MACHINE CRYPTOGRAPHIC BRANCH

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THE MACHINE CRYPTOGRAPHIC BRANCH

I. PURPOSE

The purpose of the Machine Cryptographic Branch is to transmit and receive classified cables for CIA and other Government Agencies (as outlined in Section II below) on a world-wide basis (24 hours daily) and to insure that these cables are transmitted and received securely and as expeditiously as possible; included in this category is the enciphering and deciphering of machine cryptographic traffic utilizing various electronic cryptographic devices. 25X1A



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PART V

SPECIAL SIGNAL CENTER BRANCH

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SPECIAL SIGNAL CENTER BRANCH

The Special Signal Center Branch is responsible for processing especially sensitive traffic which requires strict compartmentation from regular traffic for security reasons. Numerous special clearances are required for all personnel assigned to SSCB. The branch is off-limits to all personnel except those specifically cleared to work therein.

Personnel of SSCB log, encipher, decipher, (utilizing both manual and machine systems) transmit, receive, process and distribute cables falling within this especially sensitive category. These cables are not routed through the Message Center, but are processed entirely by SSCB. Plain text copies of messages are NEVER viewed by unauthorized personnel. Outgoing cables are hand-carried by special couriers directly to SSCB. Whenever special couriers are not available, SSCB personnel personally deliver/pick up cables.

SSCB is a self-contained branch under the guidance of a Branch Chief who is responsible to the Signal Center Officer and Office of the Chief, Signal Center, for the efficient operation of the branch on a 24-hour, 7 day a week basis.

SSCB also serves as a relay center between Special Communications annexes in Washington and the field.

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PART VI
ALTERNATE SIGNAL CENTER BRANCH

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ALTERNATE SIGNAL CENTER BRANCH

I. PURPOSE

The purpose of the Alternate Signal Center Branch is to provide world-wide communications for Headquarters in the event that normal Washington communications are disrupted through enemy, major, civil or natural disturbances; and to encipher and decipher (via machine and manual cryptographic systems) the Office of Operations/Contacts Division classified traffic

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PART VII
CIA CABLE ARCHIVES

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CIA CABLE ARCHIVES

I. PURPOSE

The purpose of the CIA Cable Archives is to preserve (by micro-filming and filing) and make available for reference reading, original copies of CIA cables transmitted to and received from CIA field stations, including lateral cables between CIA field stations. 25X1A

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PART VIII
CIA SCHOOL OF CRYPTOGRAPHY

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PART IX
TRAFFIC VOLUME CHARTS

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